Reimbursement Request Form

Name: ___________________________ Date submitted: ____________
Faculty Mentor: ____________________

JUSTIFICATION (Please state clearly the business purpose; for ex: present and/or attend conference/meeting OR purchase item1 to use for task A in project1 ...):

________________________________________________________________________

For Travel ONLY: Dates of Trip (start & end):
Location:

(SUBMIT ORIGINAL DETAILED RECEIPTS)

List items being requested for reimbursement:

☐ Travel: Airfare: $
Transportation: $
Hotel: $
Meals: $
Incidentals: $
Registration: $

☐ Non-Travel: Good(s)/Service(s): $

Please check if you will/have applied for GSG travel grant OR other travel grant: ☐

Attach all receipts and retain a copy for your records.

Please neatly tape small receipts on 8½ x 11” white sheet of paper (one side only). Use of scratch paper is recommended.

For Travel: Tape receipts on the paper in date order by expense category (Transportation, Hotel, Meals, etc.).

For Office use only: Assigned Staff: ________________ DVQE# __________

Total Amount: $ ____________ Date Received: ____________ Receipts uploaded: ☐

NOTES:
Tcard/Pcard prev. purchases: _______________________________________________________
Special circumstances?: __________________________________________________________

Account(s): __________________________ Missing Items: 1. ☐
____________________________________ or Questions: 2. ☐
____________________________________ 3. ☐

Status: ____________________________________________

__________________________________________